

Managing Health & Safety

Employment Rights and Responsibilities within the Saddlery Industry



Guidance notes



National Saddlery Skill Assessments at Level 3

There are three pathways at Level 3, these are Saddle, Bridle and Harness making, this unit in Health & Safety must be achieved when sitting the first of these 3 assessments. However once it has been successfully assessed a candidate will not be required to sit the assessment again if they take one or two of the remaining pathways.

In order to successfully gain this unit candidates should familiarise themselves with the information in these guidance notes, further information can be obtained from www.direct.gov.uk/en/Employment/index.htm. Click on Health and Safety at work.

1. **These are the 6 main sections of Health & Safety requirements for employers, as required by law**
 - * How they approach Health & Safety
 - * First Aid & Accidents
 - * Security
 - * Fire
 - * Working Environment
 - * Hazardous Substances

2. **These are the main Health & Safety responsibilities of employers in a typical Saddlery business as required by law**

Employers Responsibility

- They will take all reasonable steps to ensure the health, safety and welfare of all staff.
- They will ensure that any machinery, tools and premises are in a safe condition and maintained in good working order.
- They will continuously check that all current Health and Safety legislation is met.
- They will review the Health & Safety Policy on an annual basis and make necessary changes.
- They must carry out Risk Assessments at regular intervals throughout the year.
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3. **These are the main Health & Safety responsibilities of employees in a typical Saddlery business as required by law**

Employees Responsibility

- Carry out all aspects of the Companies Health & Safety policy in a safe manner
- Carry out all tasks in a safe and thoughtful manner
- Try to minimize risk to yourself and work colleagues.
- Report any unsafe activity/problem within the workshop or premises.
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4. **A typical Saddlery business should manage its obligations to meet current Health & Safety legislation**

Every business has a duty to provide a safe and secure workplace for its employees. A plan will need to be put into place that makes sure that all necessary policies and contracts are in place and regularly reviewed. This should also set out who are the responsible people within the business for each procedure. Points to consider will include -

- Carry out risk assessments and fire risk assessments, these should be recorded when there are more than 5 employees.
- Equal opportunities policy
- Contracts of employment
- Grievance procedures
- Appointed First Aider
- Health & Safety Policy

5. **All Saddlery businesses should carry out risk assessments, here is an example, you should identify, rank and record any hazards and make recommendations to remove or minimise risk. (Where appropriate please include COSHH in your assessment)**

Risk Assessment

HAZARD = something with the *potential* to cause HARM (to people!)

RISK = the *chance* of the HAZARD actually happening

There are a series of simple steps to making a risk assessment:

1. Describe the **ACTIVITY** that gives rise to the **HAZARD**
2. Describe the **HAZARD** and the **HARM** it is likely to cause
3. **RATE** the severity of the **HARM** on a scale of 1 –3
 - 1 = minor injury with no lasting damage
 - 2 = injury or problem likely to need medical attention or time off work
 - 3 = serious injury causing hospitalisation, 3+ days off work or permanent harm.
4. **RATE** the **RISK** of it happening on a scale of 1 - 3
 - 1 = unlikely to happen even if nothing is done about it
 - 2 = certain to happen sooner or later if nothing is done about it
 - 3 = absolutely certain to happen every time if precautions are not rigidly followed
5. **MULTIPLY** the **HARM** rating by the **RISK** rating **VALUE** of 1 – 9
6. If the **VALUE** is 3 or more, describe what precautions (**CONTROL MEASURES**) you could take to either reduce the harm or the risk rating.

(it is very hard to reduce the harm, although a crash helmet would reduce the severity of a head injury, control measures most often reduce the **risk** of something happening)

7. **RATE** the reduced harm or risk and calculate a new risk assessment with the control measures in place. The whole process is best done in a table:

ACTIVITY	HAZARD	HAZARD RATING	RISK RATING	HAZARD X RISK	CONTROL MEASURE	NEW HAZARD RATING	NEW RISK RATING	CONTROLLED RISK ASSESSMENT
Cutting leather by hand	Using sharp tools, danger of cutting yourself	2	2	4	<p>Make sure work area is clean and tidy.</p> <p>Make sure knives are sharp and fit for purpose.</p> <p>Provide training and supervision where necessary.</p>	2	1	2 - an acceptable level of risk

6. This is the structure and organisation of a typical Saddlery business, including the main job rules and career paths available.

Most Saddlery businesses are small, typically under five employees. Opportunities for careers may include Saddler or apprenticeship, saddle fitter, retail and management positions.

7. A typical employee within a Saddlery business has the following statutory rights.

Employee rights will include -

- General Employment laws
- Contract of Employment
- Sick Pay
- EU Work time regulations
- Holiday entitlement
- Maternal and Paternal leave
- Data Protection

8. These are the main standards of acceptable behaviour in a Saddlery business and some of the consequences of not meeting those standards

To take responsibility of own actions and be mindful and respectful of others in the workplace. To carry out duties as laid down in contract of employment.

Not fulfilling job role and therefore meeting targets, possibly causing harm to myself and others within the workplace. Verbal and/or written warnings regarding behaviour/performance.

9. These are the relevant procedures within a Saddlery business and include Performance management, Disciplinary procedures and Grievance procedure.

Procedures should state who the responsible persons for each area are and how a concern should be raised and subsequently dealt with. These procedures would normally be found in a staff hand book.

10. This is where you could access information and advice concerning employment issues

There is a wealth of information and advice regarding employment issues. The best places to look are Government web sites like www.direct.gov.uk/en/Employment/index.htm

11. Describe the role of Trade Unions in the work place, supporting and advising employees

Trade unions are organisations that represent people at work. Their purpose is to protect and improve people's pay and conditions of employment. They also campaign for laws and policies which will benefit working people. Trade unions exist because an individual worker has very little power to influence decisions that are made about his or her job. By joining together with other workers, there is more chance of having a voice and influence.